OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

CONTROL OF HAZARDOUS ENERGY SOURCES
SELF INSPECTION CHECKLIST

Instructions: This checklist covers some of the regulations issued by the U.S. Department of Labor - OSHA as a General Industry standard under 29 CFR 1910.147 which has been adopted by reference. Another name for "Control of Hazardous Energy Sources" is "Lockout/Tagout." It covers the **servicing** and **maintenance** of machines and equipment in which the unexpected energization, start up, or release of stored energy could cause injury. The regulations require the establishment of a program which utilizes procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment. Appendix A to 1910.147 provides guidance on a typical minimal lockout procedure.

	General	Please Circle
1.	Has a program been established that requires all potentially hazardous energy sources be isolated, locked/tagged out and otherwise disabled before anyone performs any activity where the unexpected energization, start-up or release of stored energy could occur and cause injury? [29 CFR 1910.147(c)]	Y N N/A DK
2.	Have procedures been developed, documented and implemented for the control of potentially hazardous energy when working with such equipment? [29 CFR 1910.147(c)(4)]	Y N N/A DK

Comments/Corrective Action

3.	Do the procedures clearly and specifically outline the scope, purpose, responsibility, authorization, rules and techniques to be applied to the control of hazardous energy, and measures to enforce compliance? [29 CFR 1910.147(c)(4)(ii)]	Y N N/A DK
4.	Are there specific procedures for shutting down, isolating, blocking and securing (locks and tags) energy? [29 CFR 1910.147(c)(4)(ii)(B)]	Y N N/A DK
5.	Are there specific procedures and assigned responsibility for the removal and transfer of locks and tags? [29 CFR 1910.147(c)(4)(ii)(C)]	Y N N/A DK
6.	Are there specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout and other energy control measures? [29 CFR 1910.147(c)(4)(ii)(D)]	Y N N/A DK

Protective Materials and Hardware

7.	Are locks, tags, chains, adapter pins or other hardware for securing or blocking energy sources available? [29 CFR 1910.147(c)(5)(i)]	Y N N/A DK
8.	Are lockout/tagout devices clearly identified and only used for that purpose? [29 CFR 1910.147(c)(5)(ii)]	Y N N/A DK
9.	Are lockout/tagout devices durable and substantial? [29 CFR 1910.147(c)(5)(ii)(A) and (C)]	Y N N/A DK
10.	Are these devices standardized in either color, shape, size or format? [29 CFR 1910.147(c)(5)(ii)(B)]	Y N N/A DK

Comments/Corrective Action

11.	Do lockout/tagout devices have a provision for the identification of the person applying the device? [29 CFR 1910.147(c)(5)(ii)(D)]	Y N N/A DK
12.	Do tagout devices or danger tags warn against hazardous conditions if the equipment is re-energized? [29 CFR 1910.147(c)(5)(iii)] Note: Acceptable wording includes *Do Not Open, Do Not Start, Do Not Close, and Do Not Energize.*	Y N N/A DK

Periodic Inspection

13.	Are periodic inspections conducted at least annually by an authorized person (other than the ones utilizing the energy control procedures) to ensure control procedures are being implemented? [29 CFR 1910.147(c)(6)(i)]	Y N N/A DK
14.	Is each inspection certified by identifying the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the people included in the inspection, and the person performing the inspection? [29 CFR 1910.147(c)(6)(ii)]	Y N N/A DK

Training and Communication

15.	Is training provided to ensure that the purpose and function of the energy control procedures are understood and that the knowledge and skills required for the safe application and removal of energy controls are acquired? [29 CFR 1910.147(c)(7)(i)] Note: Please consult the OSHA regulations for more details regarding the content of the required training.	Y N N/A DK

Comments/Corrective Action

16. Is this training repeated whenever there is a change in job assignments; a change in machines, equipment or processes that present a new hazard; a change in the energy control procedures; evidence that workers are not following procedures; evidence that workers lack adequate knowledge; or inspections have identified deficiencies? [29 CFR 1910.147(c)(7)(iii)] Y N N/A DK

17. Has all training been certified to the effect that training has been accomplished and kept up to date including the names of the people trained and the dates of the training? [29 CFR 1910.147(c)(7)(iv)] Y N N/A DK

Energy Isolating Devices

18. Are all energy isolating devices operated only by authorized individuals or under the direct supervision of an authorized individual? [29 CFR 1910.147(c)(8)] Y N N/A DK

Notification of Employees

19. Are all individuals notified of the application and removal of lockout and tagout controls whenever such controls directly affect their work activities? [29 CFR 1910.147(c)(9)] Y N N/A DK

Application of Control

20. Does the application of energy control follow the sequence listed below? [29 CFR 1910.147(d)] Y N N/A DK

    a. Machine or equipment shutdown by authorized personnel;

Comments/Corrective Action

b. Machine or equipment isolation: all energy isolating devices that are needed shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s);

c. Lockout and tagout device application;

1) lockout devices shall be affixed in a manner that will hold the energy isolating device in a "safe" or "off" position;

2) tagout devices shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited; and

3) where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

d. Stored energy: following the application of lockout and tagout devices, all potentially hazardous, stored or residual energy shall be relieved, disconnected, restrained and/or otherwise rendered safe; and

e. Verification of isolation: prior to starting work on the isolated equipment or process, an authorized person must verify that isolation and de-energization of the machine or equipment has been accomplished.

Comments/Corrective Action

Release from Control

21.	Has the work area been inspected prior to the removal of lockout and tagout devices? [29 CFR 1910.147(e)(1)]	Y	N	N/A	DK
22.	Has the lockout and tagout device been removed by the person who put it on? [29 CFR 1910.147(e)(3)]	Y	N	N/A	DK

Note: There are some limited exceptions to this rule.

Additional Requirements

23.	Are outside servicing personnel informed of the lockout and tagout procedures prior to servicing equipment? [29 CFR 1910.147(f)(2)]	Y	N	N/A	DK

Comments/Corrective Action